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General Preferences



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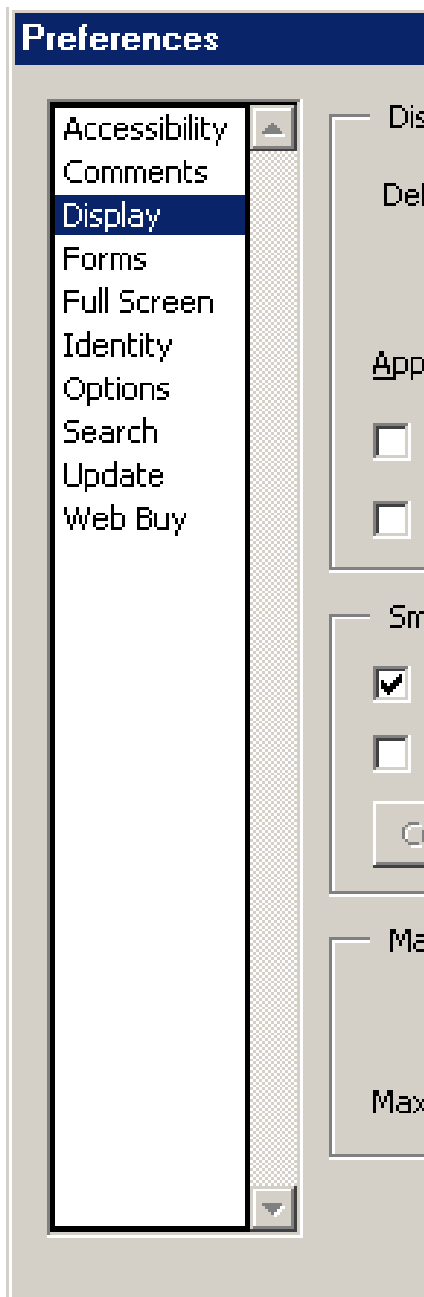
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You can use preferences to define a default page layout, enable Web Buy, and customize Acrobat Reader in many other ways. General Preferences settings are described here.

To set Acrobat Reader preferences:

Choose [Edit > Preferences](#), or choose Preferences from the document pane menu. Select one of the features from the list at the left and select preference options for that feature.

Accessibility: Defines preferences for customizing color and page layout to make documents easier to read. For more information, see [“Setting Accessibility preferences”](#).

Comments: Defines preferences for the appearance and functionality of document comments. For more information, see [“Setting comment preferences”](#).

Display: Defines preferences for the appearance of pages within Acrobat Reader. For more information, see [“Setting Display preferences”](#).

Forms: Defines preferences for the appearance and functionality of forms.

Full Screen: Defines preferences for the appearance and navigation of documents when Acrobat Reader is in the full screen mode. For information on the specific options, see [“Reading documents in Full Screen view”](#).

Identity: Defines preferences for personal information which may be used for forms data.

Options: Defines preferences for opening Acrobat Reader, Web browsers, and other application preferences. For information on the specific options, see [“Setting Option preferences”](#).

Update: Defines how often to check for updates to Acrobat Reader 5.0 and Acrobat Web Services, and allows you to check for updates instantly.

Web Buy: Defines preferences for purchasing and viewing electronic books from the Web.



Monitor Settings— 95/98/NT/ME/2000



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For best viewing of this CD-ROM, we recommend that you set your computer display properties to a minimum of High Color (16 bit) and 800 by 600 pixels.



1. Right click on an empty area of your desktop and the Display Properties window will open.

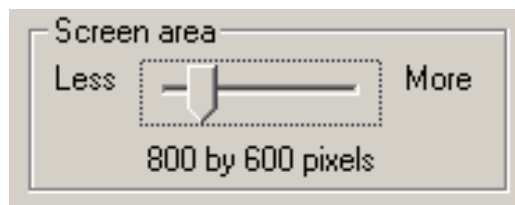
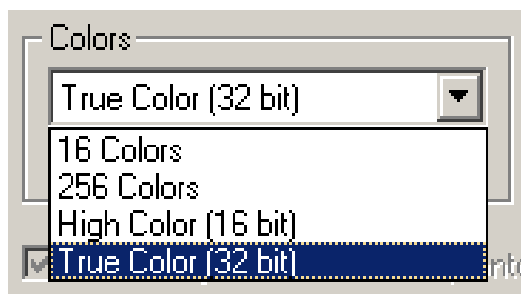
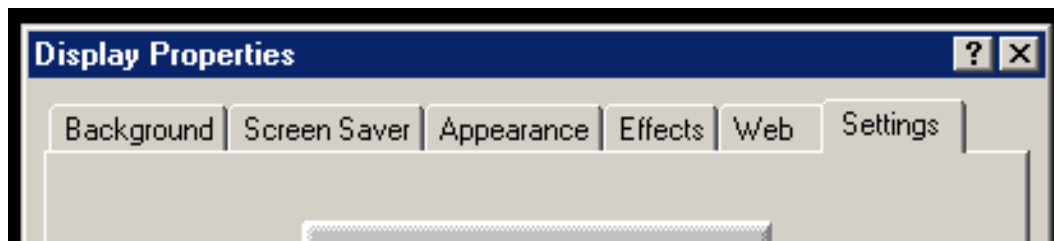
2. Click on the SETTINGS tab at the top of the window.

3. Your Color settings may be set to 256 colors. Set to High Color (16 bit) or higher. This is recommended for optimal viewing.

NOTE: Some computers' Color settings may include 65535 Colors as a setting. This is the same as High Color.

4. Adjust your desktop area setting for a minimum of 800 by 600 pixels.

5. Click the OK button. A Display Properties window will open that displays the following message: "Windows will now resize your desktop. This could take a few seconds, during which your screen might flicker. If Windows does not reappear correctly, wait 15 seconds, and your original settings will be restored." Click OK.



NOTE: Your computer may be limited in choices of color and desktop settings depending on video cards, monitors.



Audio and Video



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Playing movies and sound clips

Some CD-ROMs contain audio sound tracks and video clips. Before you can play movies or sounds, your computer must have the appropriate hardware and software installed. See your system's documentation for more information.

The following software must be installed on your computer:

- Apple QuickTime 3.0 or later, or Microsoft Windows Media Player (Windows).
- Apple QuickTime 3.0 or later (Mac OS).

Note: *QuickTime 4.0 or later is recommended. QuickTime 5.0 or later is required for working with MPEG files.*

The minimum recommended system requirements for quality video playback are:

- 90 MHz processor
- 16 megabytes of system RAM
- High Color (16bit) or better
- Sound card for audio
- 4x speed CD-ROM player or faster

To play a movie or sound clip:

If the videos do not automatically begin playing as soon as the PDFs are opened:

Select the hand tool.

Move the cursor over a movie or sound clip; the cursor changes to a filmstrip.

Click to begin playing the clip.

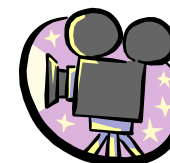
Click again to stop playing, or press Escape.

QuickTime 3.0.2 is included on this CD-ROM.

Support and the latest version of QuickTime can be found online at:

[Http://www.apple.com/quicktime](http://www.apple.com/quicktime)

If QuickTime is installed, try the following buttons:



Video Test



Audio Test



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Printing PDF documents

You can print the entire document, specify a range of pages, noncontiguous pages, or a particular page area to print before opening the dialog box.

To print a PDF document:

1 If you don't need to print the entire document, do one of the following:

- To select pages to print, click thumbnails in the Thumbnails palette. You can Ctrl-click (Windows) or Command-click (Mac OS) thumbnails to select non-contiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.
- To select an area on a page to print, select the graphic select tool, and drag on the page to draw the area you want.

2 Choose File > Page Setup to set general printing options. The available options will vary with different printers and drivers. See your printer driver documentation for details.

3 Click the Print button, or choose File > Print. Specify the printer, page range, number of copies, and other options, and click OK. Most of the options are the same as they are for other applications, but note the following:

- Selected Pages or Selected Graphic (Windows) or Selected Thumbnails/Graphic (Mac OS) prints only the pages or page area you selected before opening the Print dialog box.
- Pages From/To prints a range of pages. In Windows, if the Use Logical Page Numbers option is selected in General preferences, you can enter page-position numbers in parentheses to print those pages. For example, if the first page of a document is numbered "iii", you can enter (1) to print that page.
- Comments prints Acrobat comment graphics on the pages.
- Shrinking oversized pages to paper size reduces the PDF file to fit the paper size specified in the printer properties.
- Expanding small pages to paper size enlarges the PDF file to fit the paper size specified in the printer properties.
- Auto-rotate and center pages adjusts the PDF file's orientation to match that specified in the printer properties.
- Print As Image (Windows) prints the pages as bitmap images. (In Mac OS, this is set in the Print Method pop-up menu.) You may want to print pages as images if normal printing does not produce the desired results.
- Print Method, in Windows, specifies which level of PostScript to generate for the pages. Choose the level of PostScript appropriate for your printer. In Mac OS, this specifies whether to print using PostScript (without selecting a level) or to print pages as bitmap images.
- Optimize for Speed downloads fonts to the printer as they are needed. With this option checked, the pages must be printed in the order in which Acrobat Reader emits them.
- Download Asian Fonts downloads Asian fonts to a PostScript printer. Select this option if you want to print a PDF document with Asian fonts but do not have the fonts installed on the printer and do not have the fonts embedded in the document. (Embedded fonts are downloaded whether or not this option is selected.) You can use this option with a PostScript Level 2 or higher printer, or a Level 1 printer that supports Type 0 font extensions.
- Save Printer Memory downloads all the fonts for a given page to the printer before the page is printed. When unchecked, print jobs may be smaller but require more printer memory.

Note: Some fonts cannot be downloaded to a printer, either because the font is a bitmap or because embedding of the font is restricted in that document. In these cases, a substitute font is used for printing, and the printed output may not match the screen display exactly.

If Download Asian Fonts is not selected, the PDF document prints correctly only if the referenced fonts are installed on the printer. If the fonts are not on the printer but the printer has similar fonts, the printer substitutes the similar fonts. If there are no suitable fonts on the printer, Courier is used for the text.

If you have a PostScript Level 1 printer that does not support Type 0 font extensions, or if Download Asian Fonts does not produce the results you want, print the PDF document as a bitmap image. Printing a document as an image may take longer than using a substituted printer font.



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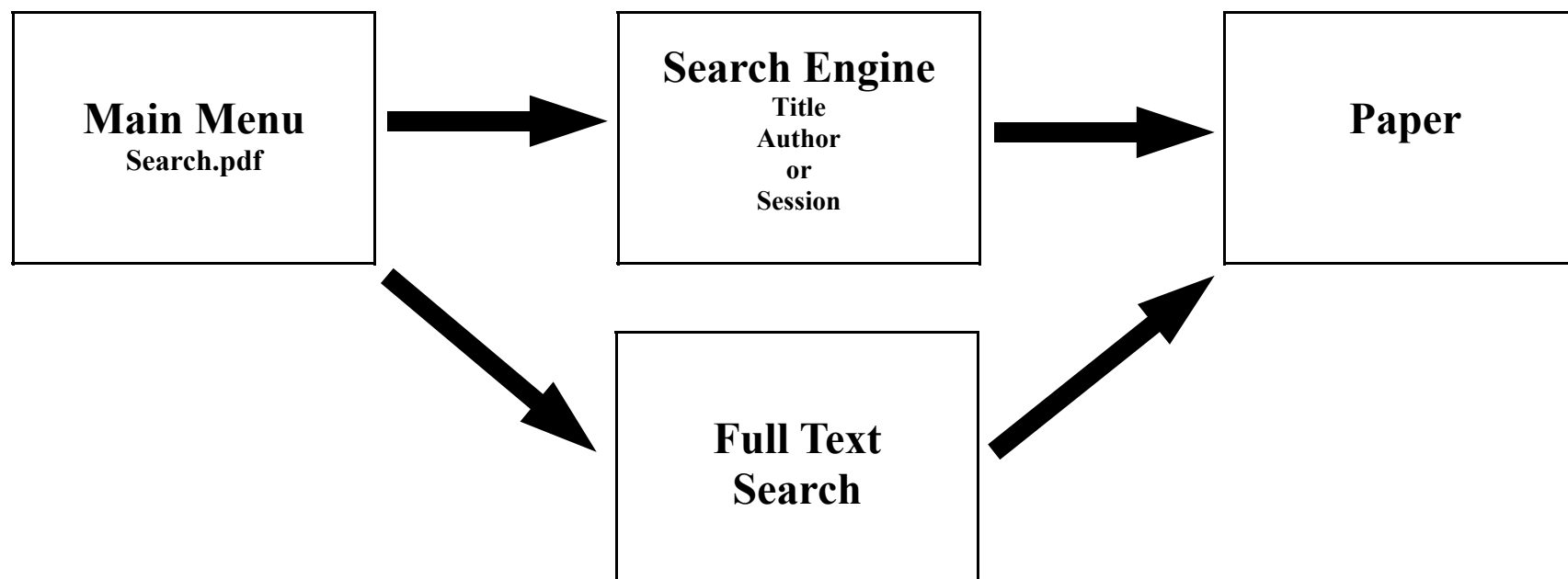
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Papers

Sometimes, bookmarks will appear in the left-hand frame of the paper. Clicking a bookmark will move you directly to a location in the document or open another document located on the CD-ROM.

If the paper you are viewing is too large to fit in the window, you can use the scroll bars on the right and bottom of the window to see the rest of the document.



Tool Bar Icons



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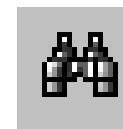
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To open a PDF document:

Do one of the following:

- Click the Open button , or choose File > Open. In the Open dialog box, select one or more filenames, and click Open. PDF documents usually have the extension .pdf.



Finding words in PDF documents:

You can use the Find command to find a complete word or part of a word in the current PDF document. Acrobat Reader looks for the word by reading every word on every page in the file.



To save a PDF document:

- Click the Save button , or choose File > Save a Copy. In the Save dialog box, enter a filename, and click Save.



The Search command allows you to perform a search on ALL PDF documents:

You can search for a simple word or phrase, or you can expand your search query by using wildcard characters and Boolean operators.

[For More Information](#)

Click on the down arrow ▼ to expand options.



You can print the entire document, specify a range of pages, noncontiguous pages, or a particular page area to print before opening the dialog box.



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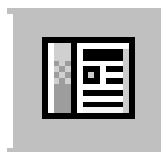
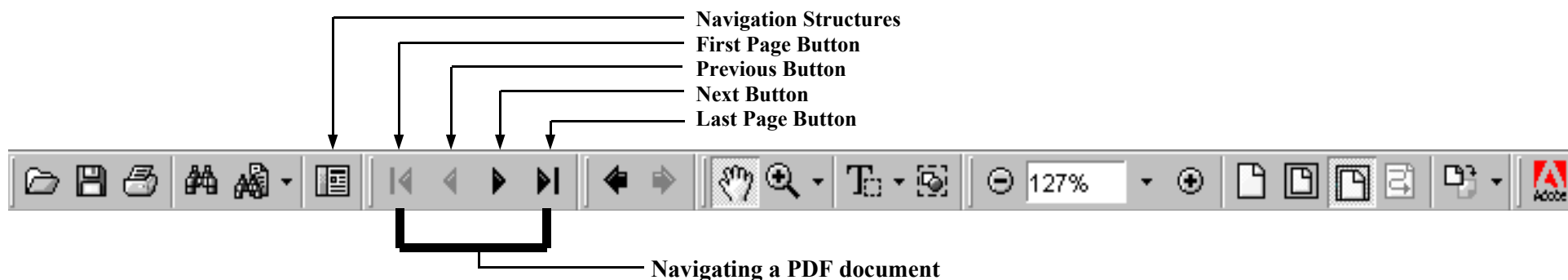
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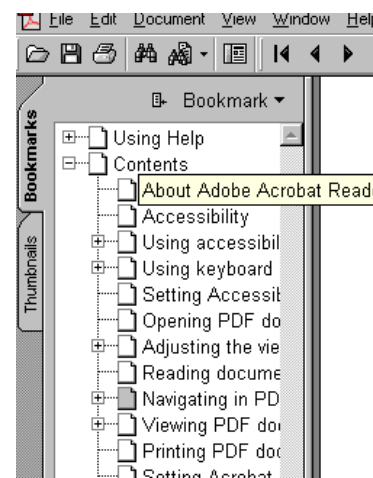
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Navigational structures to help you move to specific places in PDF documents:

- Bookmarks provide a visual table of contents and usually represent the chapters, sections, and other organizational items in a document.
- Thumbnails provide miniature previews of document pages. You can use thumbnails to move pages, to change the display of pages, and to go to other pages. A page-view box in a thumbnail indicates the area of the page currently showing in the document pane.

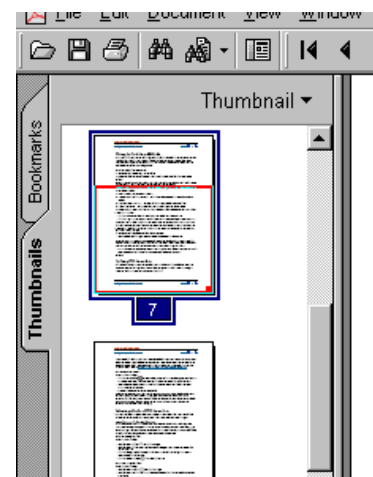


To browse using a bookmark:

Show the Bookmarks palette. You may need to choose Window > Show Bookmarks to open the palette or click the Bookmarks tab to bring the palette to the front of its group.

To jump to a topic using its bookmark, click the bookmark's icon or text in the palette.

***Note:** Clicking a bookmark might perform an action, such as playing a movie, instead of taking you to another location. It depends on how the bookmark was defined.*



To browse using a thumbnail:

Show the Thumbnails palette. You may need to choose Window > Show Thumbnails to open the palette or click the Thumbnails tab to bring the palette to the front of its group.

Do one of the following:

- To jump to another page, double click the page's thumbnail.
- To display another part of the current page, position the pointer over the edge of the page-view box in the page's thumbnail until the pointer changes to the hand tool. Then drag the box to move the view area.



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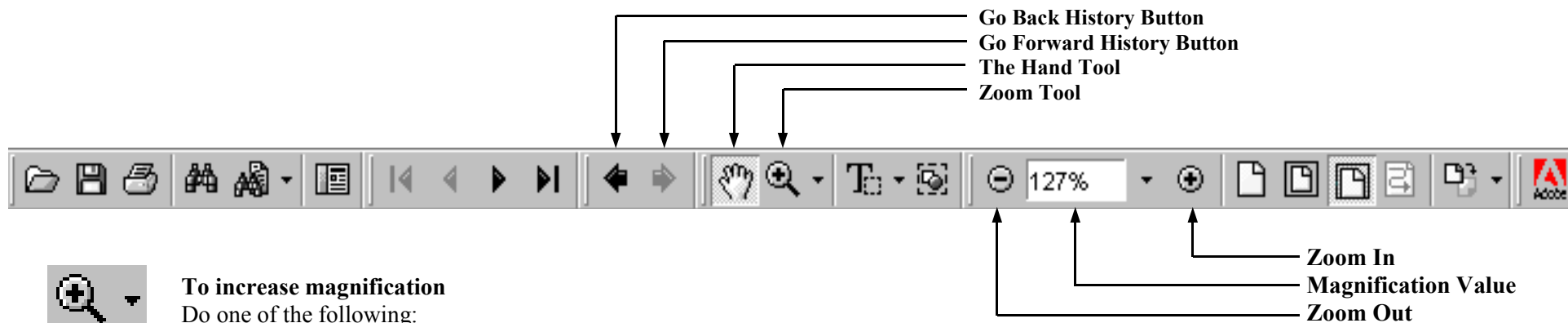
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To increase magnification

Do one of the following:

- Select the zoom-in tool, and click the page.
- Select the zoom-in tool, and drag to draw a rectangle, called a marquee, around the area to magnify.
- Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level.
- Click the Zoom In button in the viewing toolbar.

To decrease magnification

Do one of the following:

- Select the zoom-out tool, and click the page.
- Select the zoom-out tool, and drag to draw a marquee the size you want the reduced page to be.
- Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level.
- Click the Zoom Out button in the viewing toolbar.



If you need to magnify a page to a size larger than the window, use the hand tool to move the page around so that you can view all the areas on it. Moving a PDF page with the hand tool is like moving a piece of paper on a desk with your hand.



To retrace your path within a PDF document, click the Go To Previous View button ◀ in the navigation toolbar, or choose Document > Previous Page for each step back, or click the Go To Next View button ▶, or choose Document > Next Page for each step forward.



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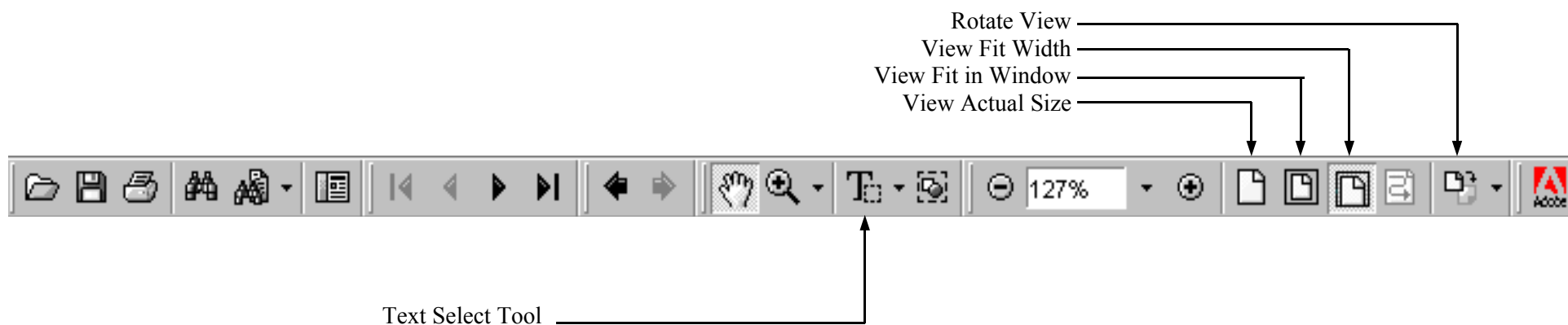
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Use the Text Select tool to highlight text in a document, which can then be copied using the copy command.



Click the Actual Size button, or choose View > Actual Size



To resize the page to fit entirely in the window, click the Fit in Window button, or choose View > Fit in Window.



To resize the page to fit the width of the window, click the Fit Width button, or choose View > Fit Width. Part of the page may be out of view.



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When you click a Weblink in a PDF document, your default web browser opens for you to view the linked web site. Before this happens, however, you must identify your web browser to Acrobat® Reader. You **MUST** have a web browser installed on your computer and access to the Internet. This is accomplished through a dial-up account with a modem or direct connection. Not all CD-ROMs contain weblinks.



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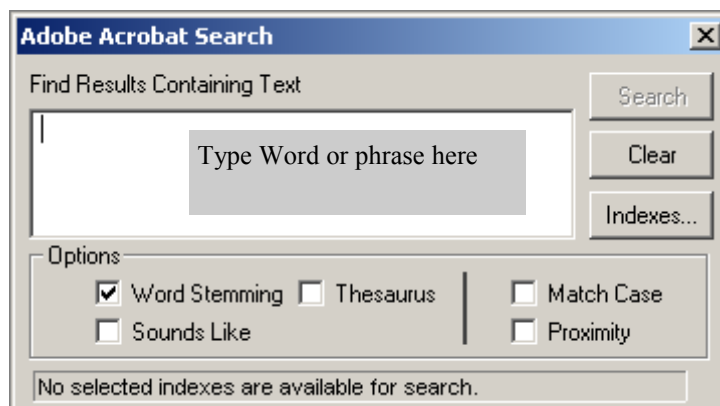
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Searching the CD-ROM

The Adobe Acrobat Search command allows you to perform full text searches of PDF documents and collections that have been indexed with the Acrobat Catalog feature. The Search command is more powerful and flexible than the Find command. It lets you search multiple documents, and define advanced query criteria.



1. Click on the Search Button.



2. Type in a word or phrase to search

3. Check options for search to use

4. Click search

The search results will display a list of titles in the search results window. Double click on a paper name to view paper or highlight title and select view.

To return to the search results, click the search results button on the tool bar.



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Query Search and Examples



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A *query search* is an expression made up of text and other items to define the information you want to find.

The Search command allows you to perform a search on indexed PDF documents. You can search for a simple word or phrase, or you can expand your search query by using wild-card characters and Boolean operators. You can use the search options to further refine your search. And if document and date information were provided for the documents you are searching, you can use that information to further narrow your search.

The text that you type in can be a single word, a number, a term, or a phrase. It can be a word, with or without wild-card characters (*, ?), or any combination of letters, numbers, and symbols. Because you can use Boolean operators in the text box, you must enclose any search term that includes *and*, *or*, or *not* in quotes.

Examples

Query Search	Find words in documents containing
Frick	Find all papers with the word Frick
Frick Frack	Find all papers with the phrase Frick Frack
Frick AND Frack	Find all papers with both Frick and Frack using the Boolean AND
Frick OR Frack	Find all papers with either word using the Boolean OR
NOT Frick	Find all papers not containing the word Frick using the Boolean NOT
"Frick and Frack"	Use double quotes to find the phrase "Frick and Frack" that contain the Boolean operator AND
FR*	Find all word that start with FR such as FRick, FRack, FRee



Search Options



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Definitions

Word Stemming—Word Stemming finds words that contain part of (a word stem) the specified search word. It applies to single words, not phrases; does not apply to words that contain wild-card characters (*, ?); finds words that end in *ing*, *ed*, *s*, *ion*, and so on, but not *er*; and cannot be used with the Match Case option. Word Stemming works only for indexes built with this option.

Sounds Like—Sounds Like finds different spellings for proper names. It applies to single words, not phrases; does not apply to words that contain wild-card characters; and cannot be used with the Match Case option. Sounds Like works only for indexes built with this option.

Thesaurus—Thesaurus finds similar words that appear in the documents you are searching, not necessarily all the similar words you might find in a complete thesaurus. It applies to single words, not phrases; does not apply to words that contain wild-card characters; and cannot be used with the Match Case option.

Match Case—Match Case limits the results of the search by finding only those documents that contain words with the same capitalization. It can be used with a Boolean expression and with terms that use wild-card characters. Characters matched by wild-card characters can be either uppercase or lowercase.

Proximity—Proximity limits the results of simple AND searches to one pair of matches per document—the pair closest together. The two matches must be within three pages or fewer of each other. This option is useful for locating a document that concentrates on some topic of interest. Proximity affects relevancy ranking in searches. The closer the matches are within a document, the higher the ranking. Proximity does work with complex AND searches—such as, Hawaii AND (cruise OR fly).



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To modify your search preferences

Choose **Edit > Preferences** to display the preference window.

Document Information—Expands the search window

Word Options—Displays the search options

Date Filtering—Allows searching for pdfs' creation dates

Show first—Will only display the first xxx documents. Default is 100 with 1000 max.

The screenshot shows the 'Preferences' dialog box with the 'Search' tab selected. The left sidebar lists various categories: Accessibility, Comments, Display, Forms, Full Screen, Identity, Options, Search (selected), Update, and Web Buy. The main area is divided into four sections: 'Include in Query' with checkboxes for 'Document Information' (checked), 'Word Options' (checked), and 'Date Filtering' (unchecked); 'Results' with a 'Sort By' dropdown set to 'Score' and a 'Show First' text box containing '1000' followed by the text 'documents'; 'Display' with a 'Next Highlight' dropdown set to 'Show By Page'; and 'View Dialog Options' with checkboxes for 'Hide Query Dialog on Search' (checked) and 'Hide Results Dialog on Search' (unchecked). 'OK' and 'Cancel' buttons are at the bottom right.

Category	Option	Status
Include in Query	Document Information	Checked
	Word Options	Checked
	Date Filtering	Unchecked
Results	Sort By	Score
	Show First	1000 documents
Display	Next Highlight	Show By Page
View Dialog Options	Hide Query Dialog on Search	Checked
	Hide Results Dialog on Search	Unchecked



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MIRA CDs

For general product usage, navigation, searching or context-related issues contact:

MIRA Technical Support

8 a.m.—4 p.m. (CST) Mon.—Fri.
(314) 776-6666

Ask for CD-ROM Technical Support



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1. On-screen text looks too fuzzy.
2. On-screen text and graphics looks poor or speckled.
3. I already have Acrobat Reader on my computer.
4. My computer freezes up when viewing the CD-ROM.
5. Can I use the CD-ROM in a network environment?
6. I have problems when I click on a weblink.
7. When I copy text from a PDF into a word processor, some of the words are misspelled or there's square boxes.
8. I Can't Perform a search on my CD-ROM.
9. The Search has found 384 documents out of 390, but the search results windows doesn't show all the documents.
10. I put the CD-ROM in my computer I get an error message saying " There was an error opening this document. The path does not exist".
11. The CD-ROM will not work on my Windows 3.1 machine.
12. The audio or video won't play on my computer.



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On-screen text looks too fuzzy.

The Smooth Text and Smooth Images option enables the Acrobat viewer to use anti-aliasing to enhance the on-screen appearance of PDF files. This may make text formatted with thin or italic fonts blurry. Deselect the Smooth Text and Smooth Images option before viewing them.

On-screen text and graphics looks poor or speckled.

On some documents your Display Properties color palette may be set for 256 colors or less. Try increasing this setting, we recommend that you set your computer display properties to a minimum of High Color (16 bit) and 800 by 600 pixels. Click on Monitor Settings for instructions.

I already have Acrobat Reader on my computer.

This CD-ROM operates non-evasive, which means that the program runs entirely from this CD-ROM.

My computer freezes up when viewing the CD-ROM.

Generally, basic computer maintenance is needed. Users should delete all files with .tmp as an extension then run Scandisk.



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I have problems when I click on a weblink.

You must have a web browser installed on your computer, access to the internet and the proper configuration in your weblink preferences. Choose Edit > Preferences (ctrl + k) Option sidebar.

When I copy text from a PDF into a word processor, some of the words are misspelled or there's square boxes.

Some PDF documents are scanned and processed with an Optical Character Recognition (OCR) program. This creates a multiple layer PDF: a display layer for on-screen viewing and printing, and a hidden text layer to copy text from a document. While the OCR software is nearly 100% accurate, some words are not recognized correctly and occasionally a few of these show up in the text layer.

I Can't Perform a search on my CD-ROM.

This can occur if the index is not attached to the search screen. In the Adobe Acrobat Search window, click on the "Indexes..." button. You should see what indexes are attached. Select the "Add..." button. The index is located in the index folder on the CD-ROM. Use the "Select Indexes" window and select Index.pdx

The Search has found 384 documents out of 390, but the search results windows doesn't show all the documents.

By default, Acrobat Search limits the number of documents displayed to the top 100 matches. Choose Edit > Preferences (ctrl + k) Search sidebar. Change the "Results > Show first: to a higher setting. 1000 matches is the maximum.



Troubleshooting continued



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I put the CD-ROM in my computer I get an error message saying “ There was an error opening this document. The path does not exist.

This CD-ROM operates non-evasive, which means that the program runs entirely from this CD-ROM. This error is generally caused by Adobe Acrobat or Acrobat Reader currently running when the CD-ROM is inserted in the computer. Close Acrobat or Reader and double click on the executable program.

The CD-ROM will not work on my Windows 3.1 machine.

Acrobat Reader version 4.0 and later versions does not support Windows 3.xx.

The audio or video won't play on my computer.

Most audio and video require QuickTime 3.0 or later to be installed on your computer. Support and the latest version of QuickTime can be found online at: [Http://www.apple.com/quicktime](http://www.apple.com/quicktime)